



State of Maine

Community Development Block Grant Program

Urgent Need Grant Program

Application Package



Office of Community Development
111 Sewall Street
59 State House Station
Augusta, ME 04333-0059
Phone: (207) 624-7484 TTY: (207) 287-2656
www.meocd.org

SECTION I - URGENT NEED GRANT APPLICATION OVERVIEW AND THRESHOLD CRITERIA

A. Introduction

The Urgent Need (UN) Program is designed to provide financing that enables a community to address community development needs having a particular urgency. Grants for the Urgent Need Program will be made on a first come basis. Prior to consideration of a grant award, proposals must meet four Threshold Criteria in addition to other program requirements. Proposals that meet these requirements may be awarded grants from the UN Program until the amount of funds available in the 2004 program year have been committed. Having committed all available funds, the Office of Community Development reserves the right not to accept additional applications.

B. Application Submission Deadline

Applications will be accepted on a first come basis according to availability of funds.

Please submit six copies, each with original signatures to:

**Orman Whitcomb, Director
Office of Community Development
111 Sewall Street
59 State House Station
Augusta, ME 04333-0059**

C. Application Process

The application process for the Urgent Need program consists of two phases: application and project development. Once these phases are completed, project implementation, Phase III, can begin.

1. Phase I - Application

The application provides information from the community that it agrees to comply with state and federal certifications and the project meets eligibility criteria. The application documents that the situation requires immediate action to alleviate the threat to the health or welfare of the community.

Urgent Need funds are available on a first come basis. Each applicant will be advised of its status within five working days of receipt of application. A successful applicant will be assigned a representative from OCD to assist with project development.

2. Phase II - Project Development

Communities invited into Phase II will be notified of the criteria that must be completed in order to be funded. All applicants must complete the following general criteria:

- 1) project engineering and cost analysis,
- 2) management plan development, and
- 3) a series of other state and federal requirements.

3. Phase III - Project Implementation

Following contract execution, the community will be granted funds for project implementation. The assigned representative of OCD will remain involved with the community throughout the course of the project to provide technical assistance and to monitor compliance with federal and state regulations.

D. Threshold Criteria

The applicant must seek to address a community development need which meets all **four** of the following criteria:

- a. poses a serious and immediate threat to the health, safety or welfare of the community;
- b. originated or became a direct threat to public health and safety no more than 18 months prior to the submission of an application;
- c. is a project the applicant cannot finance on its own; *and
- d. cannot be addressed with other sources of funding.

* “Cannot finance on its own” means that the town’s tax burden, regulatory structure, utility user fees, bonding capacity, previous or existing budgetary commitments, precludes it from assuming this project’s additional financial expenditure.

SECTION II - URGENT NEED PROGRAM APPLICATION INSTRUCTIONS AND REVIEW CRITERIA

Introduction

Identify and describe the problem to be addressed. Document that the situation cannot be alleviated without UN funds. Document that the situation is of such a nature that immediate action is required to halt the occurrence of the imminent threat to the health or welfare of the community.

Activities eligible under the Community Development Block Grant Program (CDBG) are provided in an attached list. Eligible applicants include units of general local government in Maine and counties on behalf of unorganized territories. Groups of local governments may apply for regional or joint emergency situations. Multi-jurisdictional applications require designation of one local government as the lead applicant and consent for the designation by each participating local government.

A. Application - Cover Sheet

The cover sheet consists of three sections. The cover sheet must be signed by the Chief Executive Officer of your community.

1. Application Contract

Identify the community, Chief Executive Officer, and phone number. The Cover Sheet must be completed, signed, and attached to the front of the application.

2. State Certifications

List of State certifications that applicants must agree to follow if they are awarded UN funds. Included in the certification is that application contents are indeed true and correct.

3. Federal Certifications for Local Governments

List of Federal certifications that all applicants must agree to follow if they are awarded UN funds. The Chief Executive Officer must sign the Certifications in order for an application to be accepted.

B. Review Criteria - Threshold Issues

1. Describe the situation.

Explain the health and/or safety problem and how it represents a threat of possible injury or loss of life. Describe how the situation became an imminent threat. Provide verification of the above from a qualified professional, a professional independent organization or regulatory agency.

2. Document that the problem originated or became urgent within the last 18 months and the problem must be addressed before the next CDBG application process.

Document when the situation developed or occurred. This documentation provided by the applicant must be verified by a qualified professional, independent organization or regulatory agency knowledgeable of the nature of the problem and acceptable to this office.

3. Describe efforts the applicant took to use its own resources to finance the solution and why funding was not secured.

The applicant must explain **why** it cannot use its own funding to rectify the problem. Documentation supporting the lack of availability of local funds will be made available to OCD upon request.

4. Describe efforts to obtain other sources of funding and why funding from these sources were not secured.

The applicant will describe the efforts it took to receive other funding and explain why these sources were not secured. Inability to secure other sources must relate directly to the problem identified.

C. Review Criteria - Proposed Solution

1. Describe what activities are required to alleviate the situation. Specify the timetable for completion of activities.

All actions must relate directly to alleviating the situation described as a problem.

2. Show how Urgent Need funds will be used to complete activities.

D. Application Timetable

The timeframe for the UN Application Process are as follows:

- Phase I Applications Due - Applications will be accepted until all funds are awarded.
- Notification of Status of Application - Within five working days of receipt of the application.
- Invitation into Phase II - Within ten working days of notification of status.

Applications must be received at:

**Office of Community Development
111 Sewall Street
59 State House Station
Augusta, ME 04333-0059**

Please submit six copies of the application, each with original signatures.

FAXED copies can not be accepted.

**For further information, please contact
the Office of Community Development at 624-7484.**

SECTION III - URGENT NEED PROGRAM COVER SHEET AND APPLICATION

A. Applicant Identification

Applicant _____
Street/P.O. Box _____
Town/City _____
Zip Code _____
Name of Chief Executive Officer _____
Phone Number of Chief Executive Officer _____ E-mail: _____
Contact Person _____
Phone Number of Contact Person _____ E-mail: _____

B. The Applicant Certifies That:

1. State Certifications

- a. To the best of my knowledge and belief, the information in this Phase I application is true and correct;
- b. the document has been duly endorsed by the governing body of the applicant;
- c. the proposed project has been reviewed and it complies with the Community's comprehensive plan and/or applicable state and local land use requirements;
- d. it will work with the Office of Community Development to develop a detailed project if it receives a conditional award; and
- e. it will comply with all applicable State laws and regulations.

2. Federal Certifications

- a. it will take actions to affirmatively further fair housing and implement CDBG activities in compliance with Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968;
- b. it will not attempt to recover capital costs for the construction of public improvements, assisted in whole or in part with CDBG funds, by charging special assessments or fees against properties owned and occupied by persons of low and moderate income, including any fee, charge or

assessment made as a condition of obtaining access to such public improvements, unless:

(i) CDBG funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than CDBG funds; or

(ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and the applicant certifies that it lacks sufficient CDBG funds to comply with the requirements of clause (i) above.

c. prior to expenditure of CDBG funds, it will establish a local community development plan that identifies the Community's housing and community development needs, including the needs of low and moderate income, and the activities to be undertaken to meet them;

d. it will provide in a timely manner for citizen participation, public hearings, and access to information with respect to the Maine Small Cities CDBG Program and the proposed local CDBG project/program. Indicate in public notices and at public hearings that the State program is competitive, the maximum grant amount that can be requested, and the general type of activities contained in the proposed local program. Also announce in public notices the availability of the local program plan/application, describe the Community's previous CDBG performance (if any), and how the Community will collect, consider and maintain all oral and written comments received on the proposal;

e. it will adopt and follow a residential anti-displacement and relocation assistance plan which complies with Section 104 (d) of the Housing and Community Development Act of 1974, as amended, that at a minimum provides for the replacement of all low/moderate income dwelling units that are demolished or converted to a non-LMI housing use as a direct result of CDBG assistance, and a relocation assistance component;

f. it will comply with the requirements of Section 319 of Public Law 101-121 regarding government-wide restrictions on lobbying; and

g. with the exception of administrative or personnel costs, it will verify that no person who is an employee, agent, consultant, officer, or elected official or appointed official of state or local government or of any designated public agencies, or subrecipients which are receiving CDBG funding may obtain a financial interest or benefit, have an interest in or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect to CDBG activities.

Signature of Single Applicant or Lead Applicant of a Multi-Jurisdictional Application

Signature and Title of Chief Executive Officer	Unit of Local Government	Date
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**THIS MATERIAL IS AVAILABLE IN ALTERNATIVE FORMAT
UPON REQUEST**

CONTACT

**ORMAN WHITCOMB, DIRECTOR
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111 SEWALL STREET
59 STATE HOUSE STATION
AUGUSTA, MAINE, 04333-0059
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OPPORTUNITY**